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FEDERAL CAREERS

for

WOMEN



U.S. CIVIL SERVICE COMMISSION
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WHY SHOULD A YOUNG WOMAN CONSIDER A GOVERNMENT CAREER?

1. *Because there's room to grow.* —The Government is the one employer with such breadth and scope that it requires hundreds of varied skills from thousands of different people.
2. *Because it's flexible.* —The chance to transfer from one agency to another assures maximum opportunity.
3. *Because the Government is a good boss.* —Federal career workers receive unusual "fringe" benefits, sick leave, life insurance, health insurance and retirement benefits.
4. *Because you'll work with stimulating people.* —The issues of today are the reason for Government's need of so many intelligent and responsible people. As a Government worker you'll have a part in many of this country's achievements and be associated with men and women as interesting as their jobs.
5. *Because skilled women are given a better chance to prove themselves.* —Although men in Government service outnumber women about three to one, the professional and scientific fields in Government generally afford women better opportunities than in private enterprise.
6. *Because the Federal merit system lets you enjoy "the best of both worlds."* —After three years of satisfactory Government service, the Government worker has "career status." This means that a Government career woman can feel free to leave her job and devote herself to her home if she chooses. Later, when she wants to return to Government work, her former career status is an aid to finding a new Federal assignment.



A physicist at the U.S. Naval Research Laboratory makes measurements involving an earth satellite.

FEDERAL CAREERS FOR WOMEN

Anyone who still thinks that all Government career women are girl-Friday types in Washington offices is in for a big surprise. Women in Federal service have rung the bell in every occupation from astrophysics to zoology.

From tropical shores to arctic snows, in all parts of our country and in virtually all parts of the world, women are distinguishing themselves—some providing indispensable support to leaders of vital Government programs, others as experts in their own right. Some of them work in occupations traditionally thought of as woman's special fields, but a great many are in fields still generally regarded as man's exclusive province.

About 576,000 women are employed by the Federal Government. Women in Federal white-collar jobs have increased by 20,000 since 1954, notably in the fields of accounting and budget, business and industry, the biological and physical sciences, education, law, and mathematics and statistics.

Women predominate today in several occupations, and in some bureaus of Federal agencies. They outnumber men in three broad occupational groups: personnel administration, mathematics and statistics, and library and archives. There are also more women than men working as nurses, dietitians, and social workers. Sizable numbers are employed in accounting and budget, and general administrative, clerical, and office services. In the Children's Bureau of the Department of Health, Education, and Welfare, in the Women's Bureau of the Department of Labor, and in two divisions of the Department of Agriculture—Human Nutrition Research and Household Economics Research—many women workers are concentrated.

A Century of Progress

The history of women's progress in Government employment is a story of slow but steady advancement. Although there were a few women postmasters appointed before 1800, the employment of women by the Government was generally looked upon with great disfavor until after the Civil War. Not only was it rather widely assumed that office work was beyond Delicate Woman's physical or mental capacities, the mere presence of women in public offices was regarded by many as a gross affront to propriety!

Beginning in 1862 the Treasury Department pioneered in the employment of women. "Female clerks," declared their supervisor emphatically, "are more diligent and efficient than males!" Following the success of the Treasury experiment, a small number of "lady clerks" gained a foothold in other departments. For a long time, however, women were hired primarily as an economy measure—they were usually paid about half as much as men doing the same work.

The Civil Service Act of 1883 marked the real turning point in Government careers for women. The merit system established by that Act made it possible for them to compete for appointment on equal terms with men—and they did. A young woman, a graduate of Vassar, was the second person to be appointed from a civil-service examination. Prejudice against them



A young student trainee alternates on-job experience in an Army laboratory with academic training.

was broken down little by little, not by any theoretical considerations of abstract justice but by the performance of the women themselves on the job.

World War I greatly increased their numbers and gave them a chance to prove their ability in a variety of occupations, although postwar reduction of the Government work force showed that their permanent gains were largely in clerical fields.

With the Classification Act of 1923, which established the principle of equal pay for equal work, women at last gained equality with men on the payroll.

The manpower demands of World War II finally opened the doors of all professional, technical, and administrative fields to women—and they have kept those doors open ever since by their own efforts and achievements. They are now found in four-fifths of all the occupations in the Federal Government.

The Federal Woman's Award

The achievements of women in Government are well known in Government circles. These achievements have made possible many of the advances by which modern America defends itself and guards its welfare. Yet, perhaps because men outnumber women four to one in Federal positions, the achievements of women have often not had the public recognition they deserve.

To spotlight the accomplishments of top-caliber career women in the Federal service, a special award for them has been established.

The new Federal Woman's Award has three major purposes: to provide well-deserved public recognition to the recipients and new incentive to others, to highlight the important work that women are doing in executive, professional, scientific, and technical positions, and to stimulate the recruitment of talented and ambitious young women who might not otherwise know of the many fine career opportunities offered by the Federal civil service throughout the United States and abroad.

From the thousands of women in professional, administrative, and technical positions who serve with distinction, Federal administrators were asked to make up to three nominations, from their agencies, for the Federal Woman's Award.

From those nominated, a panel of distinguished citizens, on behalf of the Board of Trustees for the Award, selected six outstanding women to receive the Award at public ceremonies.

Among the women named by agencies for consideration for the 1961 award were representatives from an impressive range of occupational fields. They included doctors, lawyers, scientists, and engineers; high-ranking executives, foreign service officers, commercial and



Running offices and helping administer agency programs are tasks that many Federal career women do well and enjoy.

industrial experts; and distinguished specialists in aviation, space research, and nuclear-age weapons. Also well represented were the traditional women's occupations such as social welfare, nursing, nutrition, and library science.

Recipients of the 1961 Federal Woman's Award were:

Dr. Beatrice Aitchison, Director of Transportation Research, Post Office Department. She originated, organized, and directs research and training programs in transportation economics and traffic management which have modernized the movement of mail and saved millions of dollars.

Miss Ruth Elizabeth Bacon, Foreign Service Officer, Deputy Chief of Mission, American Embassy, Wellington, New Zealand. An authority in Far Eastern Affairs, she has made invaluable contributions to the formulation and the successful maintenance of United States foreign policy.



Many young women begin their Government careers as secretaries.

Miss Nina Kinsella, Warden, Federal Reformatory for Women, Department of Justice, Alderson, W. Va. As director of the only Federal penal institution for women, she has set high standards of correctional treatment and rehabilitation, preparing them to lead law-abiding and useful lives.

Dr. Charlotte Moore Sitterly, Physicist, National Bureau of Standards, Department of Commerce. In the fields of atomic spectroscopy and astrophysics her reputation is world-wide and her achievements are the basis of our knowledge of the solar radiations in the ultra-violet regions.

Mrs. Aryness Joy Wickens, Economic Advisor to the Secretary, Department of Labor. She has been outstanding in developing and applying advanced techniques of gathering and analyzing economic and social statistics to provide impartial and reliable data needed by Government and the public.



Nurses and occupational therapists aid in the recovery of patients in Veterans Administration hospitals.

Dr. Rosalyn S. Yalow, Principal Scientist of the Radioisotope Service, Bronx Veterans Administration Hospital, New York. She has developed an international reputation for outstanding scientific ability and leadership in research and training in the medical uses of radioisotopes.

The Way to a Federal Career

Over 90 percent of Federal positions in the United States today are filled through the competitive merit system established by the Civil Service Act of 1883. Nine-tenths of Federal positions are outside Washington, D.C.—in towns and cities all over the country—so it is often possible for a woman to secure a Government job near home.

People without experience usually take a written test. The examination for people with experience or

with some kinds of technical training may simply require submitting applications, which are all graded under the same standards on the basis of the information in them, subject to verification. Applicants with the highest grades are given first consideration in filling positions.

Gateway to career opportunities in Government for college-caliber people is the Federal-Service Entrance Examination. Open to college juniors, seniors, and graduates regardless of major, this examination is used to fill trainee-level positions in all but a few highly technical occupations. The objective of the examination, given throughout the college year, is to bring into Government highly qualified, career-minded men and women who have the potential to grow and develop and become the Government's career managers, technicians, and professional leaders of tomorrow. Annually the Government makes about 6,000 appointments from this examination to fill its requirements for a continuing supply of able men and women interested in challenging and responsible positions with a future. Approximately 40 agencies fill positions from this examination. Thus one application can open the way for consideration in many agencies.

Scientists and engineers entering the Federal service have unprecedented opportunity to participate in research and development work of vital importance. Appointments to these positions are usually made, not from the FSEE, but from separate examinations. For most of them, no written test is required.

Other examinations for specific professions, such as accounting, are also announced from time to time.

Education and experience requirements are lower for many positions such as stenographer, typist, office machine operator, technical aid in the physical and biological sciences, and post office clerk. Most of them require a written test.

The positions of typist and stenographer provide an open door for women who lack higher education. Many women enter Federal service in these positions, complete their education after hours, and progress to more responsible, specialized positions.



Electronic data processing is an expanding field in Government.

A Road Map to the Job You Want

- Prepare yourself well for the occupation of your choice. A college education will help!
- Get in touch with your local post office, a near-by Federal establishment, or one of the offices listed on the back of this pamphlet, to find out whether the Government is accepting applications for your occupation. Some examinations are open all the time, others periodically, according to the vacancies Federal agencies anticipate.
- If you are a college student, get in touch with your college placement officer. He has information about open examinations and a reference copy of *Federal Careers—A Directory for College Students*, which matches college majors with different kinds of Federal jobs.
- Apply for the examination that interests you and for which you believe you are qualified.

Men and women should remember that civil-service examinations are open to every American citizen regardless of race, creed, or politics. Appointments are

made on merit, and advancement is on the same basis.

Thousands of employees—men and women alike—are making successful careers in the Federal service. They work in programs of national and even world-wide importance. Many of them feel that sharing in work that is of such vital importance to so many millions of people is the most attractive and exciting feature of Government employment.

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First Region—Post Office and Courthouse Building, Boston 9, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Second Region—News Building, 220 East 42d Street, New York 17, N.Y.: New York and New Jersey.

Third Region—U.S. Customhouse, Second and Chestnut Streets, Philadelphia 6, Pa.: Pennsylvania, Delaware, Maryland, and Virginia.

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